

Children's Trauma Assessment Center, WMU Unified Clinics

www.wmich.edu/traumacenter

Grants and Contracts Administrator

Pay Type: Temporary

Hours: Full Time

Location: Kalamazoo

Dept: Unified Clinics Children's Trauma Assessment Center Evaluation

Undergraduate degree in business or related field; Masters in Business Administration or Masters in Public Administration preferred. Experience with administering/writing grants; expertise in Excel. Experience in academic or government administration required. Excellent communication skills.

Responsibilities to include:

- General administration of federal grants, to include tracking expenditures, fulfilling reporting requirements and assisting grant staff with paperwork.
- Assist in writing of new grants when needed, specifically budgetary expenditures and explanations.
- Liaison with several University departments on all grant related budget and personnel issues, including necessary paperwork for all grant related staff and activities.
- Keeping track of all training contracts, trainings, and billings including sending out bills regularly and reporting monthly billings to Unified Clinics Budget Manager.
- Working with Unified Clinics Budget Manager to develop and track an annual budget for the trauma center which incorporates training income and clinic income.

To apply email resume to Joanna.c.randazzo@wmich.edu . Western Michigan University is an affirmative action equal opportunity employer

Position expire 3/31/2014

WMU is an EO/AA employer.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2010